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CHAPTER 6

CORRECTIONAL PROGRAMMING

SECTION 1. PROGRAMMING POLICIES

6101. GOALS OF THE CORRECTIONAL PROGRAMS. The goals of naval correctional programs are:

1. To restore the maximum number of prisoners to active duty at the earliest possible time for offense-free service.
2. To provide prisoners returning to civilian life with whatever resources are available to make a successful reentry.
3. The correctional program, ideally, will emulate a well run shipboard environment with staff personnel fulfilling leadership roles and acting as positive influences. A traditional form of military management divides a large operation into subunits or sections and gives to the unit leader the authority to carry out certain assigned functions. This management style, involving all brig staff, is highly recommended to facilitate meeting program goals.

6102. LEGAL IMPLICATIONS OF PROGRAMMING

1. Prisoners shall not be coerced into revealing information about their personal lives, which may be needed for classification, counseling, or programming.
2. The individual's rights as stated in Title 5, United States Code, Section 552a are to be protected. A Privacy Act Statement shall be completed on new prisoners as they enter the reception phase and will be filed in their prisoner records. Reference (n) will be followed and information maintained on the prisoner shall conform with the requirements set forth in PA Systems Notice NO1640-1 (appendix B).
3. A prisoner shall attend all programs which are part of the plan of the day. The restoration program is mandatory for all personnel returning to duty and the pre-release program is mandatory for personnel returning to civilian life.

6103. MINIMUM ACCEPTABLE PROGRAM REQUIREMENTS

1. The Chief of Naval Personnel (Pers-84) and the Commandant of the Marine Corps (Code MHC) shall establish minimum levels of acceptable programs for each of their facilities. Commands operating confinement facilities shall establish and conduct, or

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maintain the capacity for conducting, the minimum acceptable programs for their facility. Commands are encouraged to exceed these requirements to the maximum practical extent of the resources available or which can be made available from the surrounding military or civilian communities. Required Navy programs are also specified by the Chief of Naval Personnel (Pers-84) in separately issued brig and correctional custody training manuals.

2. The Chief of Naval Personnel (Pers-84) and the Commandant of the Marine Corps (Code MHC) shall monitor the existence and performance of these minimum programs and, at least every 3 years, assign program adequacy classifications following on-site review and technical assistance visits by a corrections specialist (Pers-84) or a Marine Corps corrections officer from Headquarters, U.S. Marine Corps, respectively. Program adequacy classifications are as follows:

a. Class 1. All required programs are in effect and additional mission-oriented programs are available.

b. Class 2. Required programs are in effect.

c. Class 3. Required programs are not in effect. Corrective action is required.

SECTION 2. RECEPTION PROGRAM

6201. BASIC ELEMENTS

1. All brigs shall conduct a reception program. As a minimum, the program shall cover the subjects in paragraph 4 below. The spirit in which it is carried out can determine the prisoners' reaction to the overall program. Feelings of hostility and resentment can be replaced by respect for authority if it is administered in a fair but firm manner. The process includes immediate action on new prisoners' problems identified through prompt preparation of, and action upon, the Initial Contact Sheet (NAVPERS 1640/19).

2. The reception program includes admission processing, orientation and initial screening for custody, work, and program participation. Interviews by key staff members shall be accomplished during this phase. Some processing can be accomplished in a group situation. Prisoners are most impressionable when first confined and are apt to be emotionally upset and worried. The attitude they adopt depends largely on the attitude of staff. Prisoners shall be told exactly what is expected of them and the privileges they may earn including

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factual information about their status. The program shall include interviews with staff members, initial evaluation and custody classification, and instruction in local regulations. During reception new prisoners should be quartered apart from the general population.

3. During reception, detainees shall be given their article 31(b) rights prior to any attempt to identify what caused the detainee to (allegedly) offend. Prisoners do not require such rights. Efforts should be made to identify what caused prisoners to offend, the programs available to help them solve their own problems and the local resources available. Any information provided in counseling sessions by prisoners must be on a purely voluntary basis. Detainees may be assigned to any program that will assist them in adjusting to being incarcerated.

4. The following are required topics for indoctrination:

- Purpose of correctional program
- Chain of command/organization
- Inspections
- Work and training opportunities
- Military courtesy and conduct
- Contraband
- Escape and attempted escape
- Interviews and requests
- Explanation of sentence and transfer requirements
- Red Cross assistance
- Emergency leave and telephone calls
- Clemency and Parole opportunities
- Mail and visiting
- Custody classification, including incentives
- Daily routine
- Fire and disaster bills
- Education opportunities
- Religious program and worship services
- Authorized purchases
- Function of various boards
- Medical and dental services
- AIDS information
- Rules & regulations
- The restoration program
- Installation custody opportunities

5. Military and motivational training should be started during this phase, to include military courtesies, moral guidance, personal adjustment, and citizenship training.

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6. The reception lectures, times, subjects, and lesson plans will be documented in accordance with the local plan of the day.

6202. INITIAL CLASSIFICATION

1. An initial custody classification of medium-in will be assigned except when maximum custody is required due to special circumstances. Navy brigs will also be guided by the objective classification program.

2. Upon completion of the reception process, the brig officer may assign an interim custody classification pending the next meeting of the Classification and Assignment Board.

3. Initial processing in Navy brigs will also include assessment of all prisoners under the AIMS (see article 4202.7).

SECTION 3. PROGRAMS

6301. DEFINITION AND POLICY

1. Definition. The brig program is the aggregate of all resources used to encourage constructive change in the prisoners.

2. Policy. It is Department of the Navy policy that brigs provide a climate conducive to positive change, with programs tailored to the needs of the prisoners and the service, and a system which recognizes and rewards acceptable behavior while disciplining unacceptable behavior. The brig program recognizes the critical role of the staff members as role models of successful behavior.

6302. PROGRAM SCHEDULING

1. Most specialized programs should occur after prisoners' working hours. The working hours of counselors and program staff, both military and civilian, will coincide with this schedule.

2. The availability of resources may dictate that a few special programs be conducted during the normal workday, but such scheduling should be kept to a minimum in order not to reduce the required work hours.

3. The Classification and Assignment Board will select the program assignment on the basis of providing the most benefit for the prisoner and the service.

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6303. FUNCTION OF THE CLASSIFICATION AND ASSIGNMENT BOARD
(PROGRAMS)

1. A Classification and Assignment Board shall be established at each brig. The Classification and Assignment Board is responsible for establishing the individual prisoner's program upon completion of orientation. The board is concerned with custody, work assignment, special training, and other phases of corrections. The board should insure that each prisoner, working with a counselor or program developer, has begun to develop specific goals of both a short and long term nature. This board shall be composed, as a minimum, of the brig officer or designated representative, one senior staff member from security and one from programs, and any other members appointed by the brig officer. In larger brigs, Classification and Assignment Boards will be established at the unit level where the prisoner is berthed.
2. Where practical, representatives from outside the brig, including staff specialists such as the psychologist, chaplain, or personnel officer, may be appointed to the board. The board should meet at least once per week, or more often if necessary, to assist prisoners to develop programs and to review the programs of other prisoners to determine whether changes in programs, custody, etc., are indicated. Prisoners may appear before this board to discuss their program or changes thereto if considered necessary. The board's recommendations shall be recorded and signed by the brig officer as approving officer. When the circumstances indicate the necessity for immediate action, the brig officer may make changes in custody, classification, etc., without board action. The changes shall be a part of the agenda of the next Classification and Assignment Board meeting.
3. When prisoners complete the orientation phase, the Classification and Assignment Board should make an initial determination of their potential for honorable duty. Persons considered to have this potential should be assigned to a restoration program and entered into activities to enhance their value to the service.
4. Prisoners initially considered not to have a potential for further service should be assigned to a program to prepare them for civilian life.
5. Prisoners may be changed from one program to another as the situation dictates.

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6. Although the Classification and Assignment Board does not order a prisoner into a specific correctional program, except for short periods of orientation for motivational purposes, it does authorize the assignment to a program based on the needs of the service, the prisoner's desires, and the counselor's recommendation. All individual program changes should be approved by the board and appropriate notations made in the prisoner's file.

6304. DISPOSITION BOARD

1. Duties. The Disposition Board evaluates prisoner progress and makes recommendations for restoration, clemency, parole, separation, or other action deemed necessary. The primary concern should be whether or not further confinement will benefit the service and the prisoner. If not, the board should recommend that the prisoner should either be returned to duty or discharged. In the case of Navy prisoners confined in Navy brigs, if the recommendation is for return to duty, the service member's commanding officer will assure that a service record entry is made to this effect, warning the individual that any future disciplinary involvement would result in administrative separation processing. Each parole applicant is entitled to a personal hearing before the board in accordance with article 508d of reference (e). In cases other than parole hearings the decision of whether to allow an appearance by a prisoner lies within the sole discretion of the board. Each prisoner need not appear unless it is considered to be of value to either the prisoner or the board, or to afford the prisoner the opportunity to defend him or herself against unfavorable information. The board may also recommend changes in custody, program, work assignment, or training. Reviews should be scheduled in a timely manner so that administrative separation processing, if required, will be completed while the individual is in confinement.

2. Membership. Formal appointments shall be established for the membership of the board, and for its meeting times. In smaller brigs the brig officer shall be the presiding officer and the presiding officer shall sign all recommendations. The remaining members of the board shall be, at a minimum, a member from Transient Personnel Unit (Navy), a chaplain, a mental health worker where available, and an officer or senior enlisted member from the military personnel office. In larger brigs the Disposition Board may be composed of senior officers, senior enlisted and senior civilians all from the staff. A minimum of three members must be present at each meeting. The junior member will act as the recorder. The commanding officer will indicate in writing concurrence or nonconcurrence with board's recommendation.

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3. Clemency and Parole Recommendations. Clemency and parole recommendations will be forwarded to the appropriate military service Clemency and Parole Board in accordance with the appropriate military service clemency and parole regulation. Clemency requests for U.S. Coast Guard prisoners shall be forwarded to the Commandant (G-PS-2), U.S. Coast Guard. When a parole recommendation is based on limited observation, the board should indicate this in the progress report. A prisoner who has difficulty preparing a viable parole plan in less than 6 months may either submit an inadequate parole plan to the 6-month point or delay submission until he or she has a satisfactory parole plan. This is the prisoner's option and any delay shall not be extended so as to deny the Naval Clemency and Parole Board adequate time to hear the case prior to release or release planning.

4. Progress Report Submission. Progress reports will be submitted in accordance with the military services' current clemency and parole regulations. For Navy/Marine Corps/Coast Guard, reference (e); for Army, AR-190-4; and for Air Force, AFR-125-18.

6305. COUNSELOR AND PROGRAM DEVELOPER ROLE IN CORRECTIONAL PROGRAMMING

1. Counselors and Program Developers shall be aware of locally available programs and their potential for correction of a given individual. Counselors shall discuss these with the prisoners and recommend a program schedule that is tailored to the individual's immediate and long-range needs, goals, and plans.

2. A prisoner's progress will be monitored by the counselor through the use of individual counseling sessions and feedback provided by other personnel. This information will be used to make recommendations to appropriate boards in the unit or brig. Larger brigs should assign a staff person full time to monitoring prisoner's program progress.

6306. PROGRESS EVALUATION. A prisoner's progress can be measured effectively by the reporting procedures required by this instruction. Feedback from the academic instructor, the chaplain, the work supervisor, and others should be combined by the counselor or the performance supervisor and a total evaluation presented to the Classification and Assignment Board or the Disposition Board, as appropriate. In addition, the Chief of Naval Personnel (Pers-84) or Commandant of the Marine Corps (Code MHC) should establish a system to evaluate the correctional program. The evaluation should provide management information to ensure efficiency and effectiveness of the correctional process.

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6307. INDIVIDUAL COUNSELING

1. Each prisoner will be assigned a counselor. This should be a senior enlisted person or trained civilian upon whom he or she can rely for assistance and personal guidance.
2. Individual counseling commences with the initial interview, which must be conducted the first working day after entering confinement, continues through the pre-release interview, and should occur at least weekly for an average of 20-60 minutes, depending on the prisoner's problems.
3. Brig officers should involve quarters supervisors in guidance functions. With training in directive-type and reality-styled counseling techniques, these staff members could assume primary responsibility for the day-to-day guidance of a small number of prisoners and for handling routine problems of all personnel. Correctional counselors would still have the overall counseling responsibilities for the prisoners assigned to them but could concentrate both on in-depth counseling of personality problems and group counseling. This can be done with a unit management approach to operating the brig.
4. At a minimum, the following documentation will be used to record the results of individual counseling and will be filed in the prisoner's record:
 - a. Prisoner/Awardee Conduct Record (NAVPERS 1640/8);
 - b. Prisoner Admission Summary (DD 1476) (if required);
 - c. Prisoner Summary Continuation Sheet (DD 1478);
 - d. Prisoner/Awardee Evaluation Report (NAVPERS 1640/13) will be completed after the initial counseling session; and
 - e. Prisoner Summary Sheet (DD 1478) records the results of weekly counseling sessions.
5. In Navy brigs each staff member providing counseling will maintain an individual log listing every individual and group counseling contact and indicating length/location/type of counseling and key topic title. These logs will be used by the brig officers, the programs officer, and during annual inspections for quality assurance and assessment purposes.

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6308. GROUP COUNSELING/THERAPY

1. Groups are divided into two distinct types: formal therapy groups under the direction of a professional; or group counseling sessions conducted by the correctional counselors or qualified volunteers. Groups allow individual prisoners to interact with their peers in a guided manner and thereby learn coping skills.
2. Groups shall meet once each week for a specified period of time, usually 1-2 hours. The constant turnover experienced by most brig requires constant screening of new arrivals to ensure that the group size maintains a workable level and that all who can benefit from group counseling have the opportunity to participate. Individuals who would be counterproductive in groups (e.g., overly aggressive or fearful) should not be placed in groups unless special preparation and membership is provided.
3. Proper training in group counseling techniques shall be a part of the formal in-service training of each counselor and/or discussion leader.
4. Group counseling sessions will be documented and the results of group counseling shall be recorded on the Prisoner Summary Continuation Sheet (DD 1478) and placed in the prisoner's file.

6309. WORK PROGRAMS

1. In order to increase the productive utilization of prisoner labor, local commanders will ensure that productive work is made available ashore and on board ship. Those units desiring prisoner working parties will submit their requests to the brig; work supervisors will ensure that the work to be performed is worthwhile and constructive. The brig may require that the requesting unit provide trained escorts and transportation to and from the work sites. The brig will provide training for escorts. Discretion must be exercised in assigning prisoners to many types of jobs, and appropriate supervision must be provided. Suitable work for prisoners includes maintenance and repair of the facility, salvage, conservation of government property, services provided for nearby government organizations, and manufacturing of articles for government use.
2. The following work assignments are prohibited:
 - a. Duties that place one prisoner in authority over another prisoner, except for training, and then only when directly supervised by a staff member.

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b. Duties that are for the exclusive benefit of a private individual or private organization, including individual staff members of the brig.

c. Work that is inherently dangerous or hazardous to the prisoner, except in emergency situations.

d. Assignments that require the handling of, or access to, drugs, narcotics, intoxicants, uncrated explosives or weapons, money, security equipment, classified material, keys or personnel records.

e. Prisoners shall not be required to observe duty hours or training schedules devised as punitive measures, except as provided for under administrative punishments.

3. Employment of Pretrial Detainees. It is necessary to recognize the difference in status of detainees. (See article 7103.1a). Since the corrections program is rehabilitative and corrective in nature rather than punitive, detainees may be assigned to participate in program activities with prisoners under the following circumstances:

a. Classroom instruction and other training activities, not designated as punitive.

b. Various police, fatigue, and work details which may be assigned to duty personnel in the maintenance and operation of the command, and which are not designated as punitive.

c. Except as provided for above, detainees must work separately from prisoners.

4. Employment of Different Custody Classification Prisoners. Prisoners may be mingled on a given assignment, regardless of custody classification. If the assignment is outside the facility, supervision shall be furnished as required for the highest custody classification represented (normally medium/out).

6310. ACADEMIC EDUCATION PROGRAM. An academic education program will be made available to all prisoners in brigs that routinely hold prisoners in excess of three months.

6311. RESTORATION PROGRAM. All prisoners who are recommended/scheduled for return to duty shall attend a restoration program at the times indicated. Brigs/CCU's should function as a restoration program throughout all evolutions, excepting only a short pre-release program for the few prisoners retained who will be discharged. The program should be of 1 week's duration and

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will be presented at least once per month, depending upon the number of prisoners released. Prisoners shall be scheduled for the training as close to their scheduled release date as possible. See article 6401.

6312. INCENTIVE PROGRAM. A system of incentives will be provided to encourage positive behavior. Incentives should recognize both group and individual attainment. Awarding of privileges for prisoners should be accomplished on a stringent and selective basis. The ultimate goals are to build self-discipline in the individual and improve the functioning of the brig.

1. Incentive awards will be firmly grounded in the philosophy that prisoners will clearly earn every privilege they receive above the minimum requirements of this instruction. The absence of an incentive program is preferable to a badly or loosely run program. Incentives will be awarded based on measurable performance and may change on a weekly basis. Incentives will not be tied to a custody status. Incentives are expected to be earned with effort and lost quickly due to poor performance or behavior.

2. Incentives will not be awarded absent a basic level or satisfactory performance on assigned work details and inspections, as well as offense-free behavior. Groups may also be evaluated on such items as the number of group spot evaluations, and group incentives may be based on competition or on achieving a pre-set standard, as local needs dictate.

3. Incentives may be earned, on an individual basis, for such areas as:

- a. Outstanding performance at a personnel or property inspection;
- b. On-going superior performance on job assignment(s);
- c. Performance of work beyond that required;
- d. Individual attainment, e.g. completion of rate study, correspondence course.

4. Group incentives may be earned for such areas as:

- a. Superior quarters performance on inspections;
- b. Highest average of individual inspection scores;

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c. Smallest group total of negative spot evaluations for group members, etc.

5. Authority to suspend incentives for an individual for a period not to exceed one watch of that supervisor may be delegated to a quarters supervisor in navy brigs. Each instance will be documented and forwarded to the department head or brig officer no later than the next normal work day. Loss of incentive(s) for other than one watch rotation will be determined by the Classification and Assignment Board, Unit Board, or Disciplinary and Adjustment Board.

6. Examples of incentives include the following:

- a. Extra recreational television/movie on weekends for a group;
- b. Extra telephone calls;
- c. Longer visiting (beyond required minimum);
- d. Choice of cell/room/space within custody or housing unit assignment;
- e. Preferred line assignment for meal serving order;
- f. Personal battery-operated radios (earphones must be used) in long-term brigs; and
- g. Extra recreation time.

7. Incentives will not include job assignments or custody changes.

6313. SURVIVAL SKILLS

1. The main goals of this program are to teach coping skills that will enable prisoners to function within military or civilian society. The program will include, but not be limited to, the following:

- a. Interpersonal communications;
- b. Problem solving;
- c. Citizenship in the home, community, and nation, e.g., required news coverage on evening television;
- d. Use of available resources;

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- e. Decision-making; and
- f. Positive use of free time.

6314. RECREATION

1. Prisoners should have access to basic physical and non-physical recreational activities, although passive recreation will be kept to a minimum where alternatives exist. A recreation program including both individual and group activities will be provided based upon brig and command resources. Extra recreational activities may be part of the incentives program. Recreation may include the following:

- a. Organized athletics, i.e., baseball, basketball, etc. Contact sports are authorized, and must be properly supervised;
- b. Minimal access to television and radio; additional access may be earned through positive behavior;
- c. Recreational library usage;
- d. Weight lifting equipment and instruction;
- e. Movies.

6315. PHYSICAL TRAINING. A physical training program will be developed in conformance with service standards. Command facilities may be utilized. Physical training should be conducted on a daily basis and shall be led by a staff member or members. Enclosure (1) to OPNAVINST 6110.1D (NOTAL) contains a basic exercise program recommended for Navy personnel.

6316. RELIGIOUS PROGRAM

1. Chaplain. The Chaplain will direct the religious program, and provide for worship services, religious education, and pastoral care that accommodates the doctrinal or traditional observances of the religious faith practiced by individual members consistent with health, safety, and the overriding need for good order and discipline. Under the direction of the chaplain both prisoners as well as community resource persons may be used in the religious program. Unit chaplains should be encouraged to visit prisoners from their organizations and to participate in the facility's program. The pastoral relationships established will be of special benefit when prisoners are restored to duty. The appointed chaplain will coordinate the visitation program of unit chaplains and their participation in the facility's religious program. A close

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working relationship between the brig staff and the chaplain should be developed.

2. Religious Practices

a. Prisoners will be neither coerced into nor rewarded for the practice of religion. Questions regarding religious practices shall be referred to the chaplain for his or her recommendations. After consultation with the chaplain and a staff judge advocate, the brig officer will approve such religious practices requests unless the following two-part test is met:

(1) a requested religious practice interferes with the security or good order of the brig, or with some other compelling governmental interest; and

(2) restrictions or denial of the prisoner's practice of religion is the least restrictive means available to ensure the achievement of such compelling governmental interest.

b. Requests for special religious practices or privileges will be presented on a Request for Interview (DD 510). The response to the request will be recorded on the chit indicating the date and time, and if denied, the reasons therefor. A copy of the chit will be placed in the individual prisoner's file.

6317. TESTING AND EVALUATION PROGRAM

1. Testing and evaluation of prisoners depends largely on the size and capability of the facility and the legal status of the prisoners. Some areas of testing are indicated below and should be used as applicable to the individual facility and service.

- a. General Education Diploma (GED) testing.
- b. Physical fitness testing.
- c. Occupational preference testing.
- d. Military requirements.
- e. Battle Skills (USMC).

6318. WORK RELEASE PROGRAM. This program requires special authorization by the Chief of Naval Personnel (Pers-84) or the Commandant of the Marine Corps (Code MHC).

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6319. STUDY RELEASE PROGRAM. This program requires special authorization of the Chief of Naval Personnel or Commandant of the Marine Corps.

6320. UTILIZATION OF LOCAL RESOURCES. Mutually supportive arrangements with the local military and civilian communities should be established and maintained. A well rounded correctional program will use qualified local resources when the need arises. Volunteers may be used to conduct some programs or to assist staff members in conducting them.

6321. GENERAL MILITARY TRAINING

1. In addition to a specialized counseling program tailored to the needs of personnel returning to duty, a General Military Subjects Training Program shall be provided. The training program will differ slightly between Marine and Navy facilities but the below listed subjects are common to both services and shall be included.

- a. Military discipline and courtesy.
- b. History and tradition.
- c. Use of chain of command.
- d. Rate training/MOS/MCI study.
- e. Close order drill.
- f. Personnel inspections.
- g. Uniform Code of Military Justice (UCMJ).
- h. Grooming standards; proper wearing of uniform.
- i. Physical conditioning.
- j. Career counseling.
- k. Veteran's benefits.
- l. Training films.

SECTION 4. PRE-RELEASE

6401. PRE-RELEASE PHASE. Planning for prisoners' release begins upon reception and continues throughout confinement. At the time a prisoner is to be released from the brig, few problems

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or questions should remain. The pre-release phase is an opportunity to prepare the prisoner for final release to the command or community. Final details affecting release, i.e., transportation, uniform, gear, finances, and orders should be effected and explained at this time. The emphasis of this phase will vary according to whether or not a prisoner is being restored to duty.

6402. DAILY TRAINING PROGRAM. In Navy brigs a daily training schedule will be provided on a 4-week cycle in other than Consolidated Brigs. While it is preferred that entry be at the beginning of a week, a prisoner may commence training at any point in the cycle. The program shall be presented by the training supervisor or correctional counselor with the assistance of the dorm supervisor. Prisoners confined for more than 4 weeks will participate in a second cycle of the training regimen. Prisoners confined for more than 8 weeks will be assigned to other training or work projects after completion of 8 weeks of training. Prisoners who will be returning to duty and those who are scheduled for discharge will be trained in separate groups. Pretrial personnel will be trained separately or with return to duty personnel. If practical, training should be conducted in small groups of 10-15 prisoners.

1. Individual local schedules may vary from this cycle with the approval of the major claimant with documentation forwarded to the Chief of Naval Personnel (Pers-84).

2. In Naval Consolidated brigs, significant effort is to be placed into pre-release programs within the units/departments. Pre-release coordinators are integral to unit/department decisions and planning with individual prisoners and will be involved totally with pre-release planning and goals for all prisoners.